

CLASSIFICATION SPECIFICATION FOR: EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general supervision, performs a variety of responsible and complex administrative, technical and secretarial duties in support of the Police Chief and the Police department; exercises initiative, judgment, and tact in responding to and dealing with other law enforcement agencies, members of the community and public officials; and performs related duties as required.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform complex administrative, technical and secretarial functions for the Chief of Police and staff.
2. Independently exercise good judgment and consistently demonstrate a thorough knowledge of department operations, policies and procedures.
3. Respond to phone, mail, E-mail and in-person inquiries and requests from citizens and Town staff.
4. Provide a variety of information which, depending upon job assignment, may entail knowledge of specialized and technical subject matter.
5. Initiate and respond to correspondence which may involve composition, or may entail knowledge of specialized and technical subject matter.
6. Collect and tabulate a variety of data for projects, studies and budget review and may consolidate such data into preliminary report form.
7. Prepare written correspondence, written reports, agenda reports, documents and presentation material. Gather data and information and perform research and analysis as assigned.
8. Schedule appointments, meetings and conferences and make travel and training arrangements.
9. Maintain supplies and prepare requisitions, purchase orders and other agreements.
10. Use a personal computer and the full range of office computer programs including, but not limited to, Windows, Internet browsers, word processing, spreadsheet and presentation software.
11. Provide effective written and oral communication.
12. Establish and maintain comprehensive records systems, and develop reports based upon data provided by such systems.

13. Assist in the preparation of the Department budget. Process and maintain a variety of fiscal reports and records and monitor expenditure against budget allocations.
14. Attend meetings, record proceedings, and prepare summaries or minutes.
15. Operate a variety of office equipment including typewriters, calculators, dictating equipment.

OTHER RESPONSIBILITIES

1. May coordinate various programs and projects.
2. May assist with internal process activities.
3. May assist with the development and maintenance of the Department website.
4. May supervise subordinate staff.
5. Perform other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying.

- Four (4) years experience in administrative and secretarial work. Additional qualifying education may be substituted for up to one year of the desired experience.
- Education equivalent to the completion of the twelfth grade.
- Ability to type 60 words per minute.
- Have a background free of any felony convictions and with a demonstrated personal history of being able to live within the law.
- Ability to successfully pass a background investigation.
- Ability to use good judgment and clear thinking during stressful situations.
- Must have thorough knowledge of computer systems and software, including, Windows, Internet browsers, word processing, spreadsheet and presentation software.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Contemporary office and administrative processes, procedures and systems.
- English usage, vocabulary, spelling, grammar and punctuation.
- Records management, filing and indexing systems.
- Current personal computer and software applications.
- Research methodologies and resources, statistical analysis, including Internet and report writing.
- Professional public communication skills, including written presentation.
- Effective customer service techniques.

Ability to:

- Prepare and organize data for professional reports and/or presentations using various research sources and modern software applications.
- Conduct data collection and analysis.
- Compute, interpret and compile statistics and other information.
- Learn, retain and apply Town policies and procedures correctly and consistently.
- Communicate effectively orally and in writing.

- Plan, organize and self-direct daily work assignments.
- Adapt to shifting priorities and changing organizational work plans.
- Maintain confidentiality and exercise sound judgment.
- Conduct work in a safe manner in accordance with established practice.
- Organize work, set priorities and meet established deadlines.
- Effectively respond to stressful situations.
- Establish and maintain effective working relations with others.
- Exercise tact and diplomacy.
- Work effectively as a team member.
- Embrace and operationalize the organizational values.
- Work with minimal direction and supervision.
- Perform related duties as required.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in local government or law enforcement environment
- Possession of a valid California Class C Driver's License
- Ability to speak and understand a second language other than English
- A personal commitment to self-improvement

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

Hearing: The ability to hear normal speech and other audible events, even in combination with other environmental noise. This necessarily includes hearing voices transmitted by radio and telephone.

Seeing: The ability to read or see objects under ambient, limited or artificial lighting and at a reasonable distance with sufficient clarity.

Speaking: The ability to speak clearly in English and to be understood by others under normal or highly stressful circumstances, either in-person or over the telephone.

Mobility: The ability to alternatively move from one place to another, to move, walk, stand and sit. The ability to lift file boxes and other items which weigh up to 25 pounds.

The ability to attend off-site meetings.

WORK ENVIRONMENT

This position required to work indoors in an open office environment.

FLSA:

This position has been designated as non-exempt.

PROPERTY INTEREST:

This is a Confidential, at-will position.

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